

MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENT BUDGET HEARINGS
CONFERENCE ROOM 113
FIRST FLOOR, COUNTY-CITY BUILDING
THURSDAY, MAY 18, 2000
12:30 P.M.

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Director
Susan Starcher, County Clerk's Office

COUNTY ATTORNEY

Present was Gary Lacey, County Attorney, John Colborn, Chief Deputy County Attorney and Eileen LeGrande, Administrator.

Lacey stated their office has been notified by the Sheriff's Office that they will begin charging for service of process.

Lacey also stated he received a letter from Judy Leech, Clerk of the County Court, indicating they would no longer provide criminal histories for the judges on pre-sentence investigations, beginning July 1, 2000. He said he would be meeting with Leech to discuss the issue.

He added that Leech receives monies from the State to operate the office and expends approximately \$2,500 per month of those monies to provide criminal histories. Lacey stated he was told that Lancaster County is one of the only, if not the only, jurisdiction in which the Court bears the expense of that function.

COUNTY ATTORNEY CONTINUED:

Based on figures which the Clerk of the County Court provided, Lacey stated it could be an approximate \$30,000 expense.

(Eagan entered.)

LeGrande stated Douglas County judges obtain criminal histories from the Omaha Police Department via computers which are placed on their desks.

Lacey commented that he would like to add a criminal secretary. They currently have one criminal secretary who handles all of the adult criminal cases and additional help is needed.

It was reported that expert witness fees had a significant increase primarily due to one case and that it is very difficult to make an estimate regarding what those fees may be in the future.

Kroeker reported that expert witness fees come under Line Item 3057 and that \$133,778 has been expended.

Lacey made the County Board aware that it is very difficult for his office, as well as the Public Defender's Office, to attract experienced attorneys and added that next year he and Dennis Keefe, Public Defender, would like to propose some form of a professional benefit package different from what is negotiated by the unions. He stated that they will be working with Georgia Glass, Personnel Director, regarding the issue.

RECORDS MANAGEMENT

Present was Brian Pillard, Records Manager.

Pillard stated he had two significant changes:

, Reallocation of how the budget is distributed.

He explained that \$40,000 was budgeted for microfilm labor and that they will spend \$45,000. In the Fiscal Year 2001 he stated he would like to reallocate the \$40,000 to include the hiring of an optical imaging clerk and reduce the contract amount with Community Alternatives of Nebraska (CAN). By reallocating the monies, Pillard said, Records Management would become more flexible to respond and meet the needs of other departments.

RECORDS MANAGEMENT CONTINUED:

Pillard proposed that \$20,000 be budgeted for the CAN contract for Fiscal Year 2001.

Eagan indicated that he has visited with Mike Bohling, CAN, regarding the issue.

Campbell asked Pillard about the number of Community Alternatives clients.

Pillard stated there are a total of 16 clients employed by Records Management, however, not all of the clients are appropriately placed for microfilming in relation to skill level.

In response to a question asked by Campbell regarding number of clients retained, Pillard stated it would probably be less than half.

Eagan stated they need a time line. He indicated he had asked Bohling how much time CAN would need but he never received an answer.

Campbell suggested a meeting be held between Kerry Eagan, Chief Administrative Officer, Brian Pillard, Records Management and Mike Bohling, Community Alternatives regarding a time line and phase out of clients by August 1, 2000.

Steinman stated she felt that Pillard should be given permission to proceed with hiring an Optical Imaging Clerk by July 1.

Eagan stated he would draft a letter requesting a meeting with CAN.

Campbell directed Pillard to proceed with hiring an Optical Imaging Clerk by July 1st.

, Maintenance agreements

Pillard commented that he was budgeting approximately \$11,000 each year for nine microfilm cameras, a microfilm processor, a microfilm duplicator and a large 35MM camera. He stated his budget request eliminates all maintenance agreements with the exception of one for the microfilm duplicator. Pillard proposed that the maintenance on the remaining equipment be left on an on-call basis.

In response to a question asked by Heier regarding cost of a new microfilm duplicator, Pillard responded that it would cost \$26,000.

RECORDS MANAGEMENT CONTINUED:

Campbell asked about the amount of work done for the City.

Pillard commented he would need to look up the information.

Campbell said she would like to have a list of the City departments that Pillard is doing work for and the amount of monies being billed out. She also stated that they may want to visit with the Mayor regarding types of services offered.

(Hudkins entered.)

In response to a question asked by Heier, Pillard stated that his department does have extra cameras and would be capable of performing work for other agencies on an emergency basis.

Discussion followed regarding imaging projects with Campbell suggesting that Pillard send out a memo reminding agencies that Records Management is available for imaging projects.

EXTENSION OFFICE

Present were Gary Bergman, Unit Leader, Larry Stoll, Administrative Aide, and Alice Doane, President of the County Extension Board.

Bergman stated their budget was prepared in March, however, since that time they have received a letter of retirement from Joyce Hall. He indicated they would not fill the position, but they would like to retain those dollars designated for that position which is approximately \$15,000. Bergman explained they would use those dollars to strengthen seasonal demands and programs.

It was also noted that in the future the conference/educational facilities at the Extension Office will need to be refurbished.

In response to a question asked by Steinman, Bergman explained how some positions in the office are funded through the University of Nebraska-Lincoln.

Kroeker noted there is a requested revision to the budget of \$4,762 to reflect an increase in pay and benefits due to the promotion of Barb Ogg.

Heier noted a 64 percent decrease in maintenance agreements and inquired about which agreements were dropped.

EXTENSION OFFICE CONTINUED:

Stoll stated the maintenance agreements on the collator, folder and laminator were dropped.

Kroeker noted that he would deduct \$2,300 for wiring and Ethernet cards in the Capital Outlay 2001 Budget and add \$4,762 for the promotion of Barb Ogg.

PROJECTED ADDITIONAL APPROPRIATIONS:

Kroeker distributed documentation in relation to Fiscal Year 2000 Projected Additional Appropriations (Exhibit A) and commented that he received a letter from the Sheriff indicating they would be decreasing the \$115,000 which was requested in additional appropriations.

Kroeker stated a hearing will be held regarding an increase in the Bridge & Special Road Fund, Lancaster Manor, Weed Control and City Property Management on May 30th.

BUILDING FUND AND OTHER FUNDS:

Kroeker referred to a handout previously distributed in the County Commissioners staff meeting noting that the shaded items are not scheduled for hearing.

Joint Agreements City

Kroeker indicated that the Mayor will not be releasing the City's budget until the week of July 4th and noted that the monies shown under joint agreements will be more definitive after the budget is released.

Campbell inquired about the \$15,000 for Affirmative Action.

Eagan stated he felt that the County should continue to budget for Affirmative Action due to the number of grant requests.

Campbell stated when Georgia Glass was appointed as Personnel Director changes were made so that the Personnel Director was also made the Affirmative Action Officer. She also suggested that the County meet with Glass to review that function.

Kroeker indicated he would speak with Glass.

BUILDING FUND AND OTHER FUNDS CONTINUED:

Eagan noted that the County, in prior years, paid for employee health assessments which was very successful, however, the program was eliminated due to United Healthcare having a Wellness Program. He stated most of the designated \$15,000 was to pay for the employee health assessments and added that the Corporate Run continues to be funded through that program.

Kroeker noted that the dollar amount for Board of Equalization remains the same as the year before (\$500,000). He suggested that the County Board be prepared for the following year, noting that the Assessor would be doing a complete revaluation in 2003 or 2004.

Campbell said there has been discussion regarding outside help hired for the Tax Equalization and Review Committee (TERC) and noted that that would be an expense of the Board of Equalization, not the Assessor.

Kroeker said he left the Contingency Fund the same and asked the County Board if they wanted that fund increased.

Hudkins stated the County Board may want to adjust that fund at a later date.

Also discussed were group insurance premiums with Kroeker proposing a potential \$520,000 adjustment at the end of the year.

Kroeker said a four percent increase was built in for the County Engineer's Bridge and Special Road Fund.

Campbell asked about the percentage of increase in relation to Bridge and Special Road Fund over past years.

In response, Kroeker stated it had been approximately a 2.5 percent increase.

HEALTH AND HUMAN SERVICES:

Kroeker noted the new contracts with private agencies as follows:

- , Daywatch
- , Lincoln Literacy
- , Lighthouse (moved from the City to the County)

In response to a question asked by Hudkins regarding an increase in funds for Lincoln Medical Education Foundation (LMEF), Steinman stated it was due to a new program entitled Pathways which is a transition program to help individuals obtain permanent housing and assist them with learning new skills.

JUSTICE SYSTEM MISCELLANEOUS:

Kroeker stated there is \$350,000 in the Contingency Fund which is the match for the juvenile grants the County will be receiving. \$90,000 is also budgeted for the heating/air conditioning at Airpark.

WEED CONTROL:

Present was Russell Shultz, Superintendent.

Shultz noted two increases:

- , Upgrade computers
- , Increase in computer operations

He addressed the increase in computer operations and stated his office has no in-house support for ArcView, a software program relating to Geographic Information System (GIS) mapping, making them more dependent on Information Services (I.S.) for support services.

Shultz stated they have experienced an increase in revenue from the City compared to last year.

Kroeker noted there is \$5,000 budgeted for computers in Capital Outlay, however, there is also \$5,000 budgeted in Line Item 4219 and asked if it were a duplication.

Shultz stated part of the \$5,000 comes from a contract they have with a private individual for support for ArcView. He added Information Services is available for installation, however, if a program needs to be designed or changed I.S. has no one who can provide assistance.

Eagan suggested hiring an intern.

Shultz stated he didn't really need in-house support and stated they have expended approximately \$2,500 for outside support.

Shultz stated he would need to review the budget again for items which were not included, such as support for the Palm Pilots.

COUNTY TREASURER:

Present were Richard Nuernberger, County Treasurer and Terry Adams, Chief Deputy County Treasurer.

Adams stated there is a 3.4 percent increase overall.

Campbell asked why revenues have decreased.

Adams responded that it was due to postage reimbursement in relation to license plates.

Adams informed the County Board that they are developing a contract to collect real estate taxes via the Internet by using a credit card or by telephone transfer.

COUNTY BOARD:

Kroeker stated the County Board's budget is being split into two budgets:

- , Board of Commissioners (Commissioners' salaries)
- , Administrative Services (Support services)

Eagan stated he has visited with Don Killeen, County Property Manager, regarding various space options. He said it would be very difficult to stay in their existing space if one employee were added, however, it may be possible for Human Services, along with Sue Eckley, Workers' Compensation & Risk Management Manager, to relocate across the hall. Eagan stated if Personnel were to consolidate and move to the old Police Building, it may be possible to use some their vacated space on first floor.

He further stated that if Human Services splits off it would leave the County Board secretary with no support in relation to telephone/receptionist duties and an additional employee may need to be hired for a clerk typist/receptionist.

It was also noted that Eagan would become a department head supervising positions such as Sue Eckley for Risk Management, Brian Pillard for Records Management and possibly Denise Bulling, Special Grants Administrator through Families First and Foremost.

Kroeker stated the only change as compared to last year is the increase in personnel.

MENTAL HEALTH CENTER:

Present were Dean Settle, Executive Director of the Community Mental Health Center and Judy Tannehill, Administrative Services Officer.

Settle stated they are requesting one additional full-time employee (Mental Health Specialist) which would be hired to work with mentally ill elderly in connection with the Community Health Endowment Grant. He added the position would be funded through the grant for three years.

Campbell asked about the 23.41 percent increase in Services and Charges.

Kroeker stated most of the increase is in Line Item 3076 (Other Contracted Services). He explained that the Community Mental Health Center contracts with some individuals. In essence, they are adding personnel by contracting and adding services through the contracts.

Settle stated they would have fewer employees in the next five years and more contracted professionals.

In response to a question asked by Kroeker regarding the Contractual Services (Page 24), Settle stated that all of the contracted nurses for the Medical Services Unit and Crisis Center are included in the \$742,424.

Kroeker asked which contracts were new.

Settle indicated the contracts with Steve Blum and Mary Paine are new. He noted that the contract with Steve Blum will be reduced as the sex offender program comes online and as Dr. Peter Frazier-Koontz completes his training.

Settle also referred to the psychologist at the Crisis Center (Page 24) and stated that staff position was previously held by Dr. Jerry Shannon who retired. He explained they advertised for the position and received no responses, however, when they offered to contract for the position they received more responses and have hired a clinical psychologist formerly with the Regional Center.

In response to a question asked by Campbell, Kroeker stated the addition of \$128,780 would be County funding. He added that the \$128,780 needed may change and noted that the cash balances are good at the current time.

MENTAL HEALTH CENTER CONTINUED:

Kroeker referred to Page 26 of the budget regarding the relocation of the Adams Street Center and asked if some of the programs are currently in the budget.

Settle responded that the Adams Street move would be an additional cost and that there would be new full-time employees added if they double the Day Rehabilitation Center or if a Day Drop-In Center is added, but, he added, they would also be receiving new revenues.

Settle stated the revenue for the remodel would come from the sale of the old Adams Street Center.

Kroeker stated rent would be approximately \$150,000 per year, however, additional revenues received from various programs would help cover expenses.

Settle distributed and briefly reviewed documentation pertaining to the Community Mental Health Center's budget (Exhibit B) as follows:

- , Vocational Rehabilitation Cooperative Agreement
- , Need of additional caseworkers
- , Special Projects Worker
- , Comparability study
- , Community sex offender program
- , A project to provide out patient services to mentally ill parents a school setting involving three elementary schools
- , Relocation of Adams Street Center and Denise Bulling's one year leave of absence

FAMILIES FIRST & FOREMOST:

Present were Denise Bulling, Special Grants Administrator through Families First and Foremost and Sheryl Schrepf, Families First and Foremost Grant Director.

Schrepf stated there was a \$600,000 carry over from the first year's budget and they are projecting an estimated \$200,000 carry over from the current year's budget. Those monies will be expended in the third year's budget. Schrepf explained that if they hold the monies until the fourth or fifth year the federal match would be less.

FAMILIES FIRST & FOREMOST CONTINUED:

Hudkins asked if they could spend the monies productively in the third year.

Schrepf said they have some significant expenditures during the third year and asked the County Board to keep two issues in mind:

- , Placement of project
- , Number of County employees

Schrepf stated the infrastructure includes the current staff and three potential new County employees (one social worker position and two family advocates) for 2001.

Schrepf stated they are also looking at adding another six to seven professional partners which they will contract with through various community entities.

In response to a question asked by Kroeker regarding the amount of County monies to be spent for sustainability issues, Schrepf stated it would depend upon how the project is framed and noted that the County already is spending a lot of money in this area.

It was also noted that they may need to expand their office space and are reviewing the issue.

DATA PROCESSING:

Kroeker stated \$200,000 was added under Line Item 315 (Micros) and \$50,000 in Line Item 390 (Advantage Financial 2.0 to 3.0). The remaining \$756,335 was per I.S. recommendations.

It was noted that there was a major change in Advantage 2.0 to 3.0 and that American Management System has recommended that the County attend more meetings to learn more about the new version. Kroeker recommended that he and Tim Genuchi, Accounting Operations Manager in the County Clerk's Office, attend the American Management Systems User's Forum national conference in Atlanta, Georgia this fall.

BUDGET & FISCAL:

Kroeker indicated the increase was due to salaries.

Bruce Medcalf
County Clerk